



Special Use Permit Application

Revised February 2012

TOWN OF STEPHENS CITY, VIRGINIA



P.O. Box 250
1033 Locust Street
Stephens City, VA 22655
540-869-3087

CASE #: SPU _____
FEE AMOUNT: _____
DATE PAID: _____

SPECIAL USE PERMIT APPLICATION

The applicant shall provide the following information:

All parcel numbers, tax map numbers, deed book pages and numbers may be obtained from the Office of the Commissioner of Revenue, 107 N. Kent Street, Winchester, VA.

Please print or type all information	Applicant: _____ <i>(Please use the reverse side to list additional applicants)</i>
Telephone: _____	Street Address: _____
E-Mail: _____	City: _____ St.: _____ Zip: _____

Owner's Signature: _____ <i>(use reverse to list additional owners)</i>	Owner's Name: _____ <i>(as appears in Land Records)</i>
Telephone: _____	Street Address: _____
E-Mail: _____	City: _____ St.: _____ Zip: _____

TYPE OF REQUEST - Please mark type of request and complete information

SPECIAL USE	FEE
Code Section: _____	_____
Type of Use: _____	_____ \$250.00

PROPERTY LOCATION
Current Street Address(es): _____ Zoning: _____

Tax Map Identification- _____ Magisterial District: _____

Required Materials List:

- _____ 1 copy of the application (this form completed)
- _____ Name and Addresses of Adjoining Property Owners
- _____ Number of agreed upon copies of Site Plans, Floor Plans, and elevations of proposed use.
- _____ Fee (check made payable to the Treasurer, Town of Stephens City)
- _____ Disclosure of Real Parties in Interest (list all equitable owners)

- **All the above referenced materials are required in order for an application to be considered complete. The process for special use permit will not be initiated until all of these materials are received. It will be upon the applicant to stay in touch with the Town Planner and the agencies that are submitting comments with regard to the application for the special use permit. In general the Town will give each staff, member, or organization up to 60 calendar days to submit written comments. At that time the progress of the application will move forward with or without comments. It is the Town's intention to work with both the applicant and agencies submitting comments to determine if the impact of the special use is in harmony with the long range vision of the Town of Stephens City.**

Signature:

I (we) hereby certify that the above information is complete and the public notification will be properly posted on the site not later than 14 days before the public hearing (if applicable) and that all delinquent Real Estate taxes have been paid per Chapter 19 of the Town of Stephens City Town Code.

APPLICANT(s): _____

OWNER(s): _____

Adjoining Property Owners:

Owners of property adjoining the land will be notified of the public hearing. For the purposes of this application, adjoining property is any abutting the requested property on the side or rear or any property directly across a road from the requested property. The applicant is required to obtain the following information on each adjoining property including the tax parcel identification number which may be obtained from the office of the Frederick County Commissioner of Revenue.

Name	Address	Property ID
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

***Should you additional space for more adjoining property owners, just make a copy of the table or continue on the back of this sheet in the same format.**